

## **Conference Attendance Approval Request (CAAR)**

DATE OF REQUEST: [date this form is prepared]

TRAVELER: [Name, Title, Department, Division/Section (spell out)]

CONFERENCE TITLE: [spell out formal title of conference and provide URL, if available]

SPONSORING ORGANIZATION(S): [spell out title of DOE, DOE contractor organization or non-DOE entity sponsoring or cosponsoring the conference: include sponsor(s) URL/email contact(s) if available]

CONFERENCE DATE(S): [official date(s) of the conference]

CONFERENCE LOCATION: [country (if foreign), city, state]

PURPOSE AND OBJECTIVE(S): [spell out traveler's role, e.g. *SPEAKER, ORGANIZER, SESSION CHAIR, ATTENDEE, POSTER PRESENTER*, etc in CAPS; then describe the purpose of the conference and justify the traveler's role in the conference]

ESTIMATED COSTS:

TRAVEL COSTS: [includes transportation, lodging, per diem, registration, etc.]

Fermilab supported attendee: \$ X,XXX.XX

OTHER EXPENSES: [if applicable; e.g. special computer support, etc.]

Other Expenses: \$ X,XXX.XX

TOTAL ESTIMATED DOE/FNAL COSTS: \$ X,XXX.XX

IMPACT STATEMENT: [provide an impact statement of effect if attendance at the conference is **not** approved]

ATTACHMENTS: [provide conference URL; if not available, list and provide current conference agenda, attendee list (if available), and any conference related planned activities outside the agenda]

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**FOR DIRECTORATE and DOE/FSO USE ONLY**

Approved by Directorate: \_\_\_\_\_  
Name Date

Approved by DOE/FSO: \_\_\_\_\_  
Name Date